

Sales Account Request and Streamline & Vehicle Registrations

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Section 1: Account Request:

1. Go to www.dla.mil/Strategic-Materials and in the upper right hand corner, click “Register” to go to our sales site. This site is where all sales activity is conducted. The Strategic Materials Sales portal can be reached directly at: <https://businessportal.dla.mil/irj/portal>
2. To request an account, please follow the instructions laid out on the [Customer Information Guide page](#) under the ‘Request an AMPs account and role’ section. You will also be required to request a role after account creation. These instructions may be found in the same document.

Once you have requested your account/role, you are now able to login to the Sale Portal and begin building your Contact and Company profile. If you already have an established account, you may edit your profiles/registrations at this point, if needed.

Section 2: Set up Contact Profile:

1. Log in to the Strategic Materials Sales Portal at <https://businessportal.dla.mil/irj/portal>. If prompted to choose a certificate, click "Cancel" on the prompt. Once logged in, click the Strategic Materials Sales tab across the top.
2. First thing you want to do is set up your contact profile. Do this by clicking "Contact Profile" after logging in. You will choose what types of notifications you would like and for which material alerts you want to subscribe to.
3. Next you will set up a PIN. This will be used to e-sign all documents and will serve as your signature. Click "PIN" at the top right of the screen.
4. Then "Create PIN"
5. The PIN must be a 6 digit number. Choose your own security question and answer and then click "Submit."
6. Any PIN management can be done from this screen.

Section 3: Create Company Profile:

1. Next will be the creation of your company profile. From the PIN screen, click “Home” below the DLA logo.
2. To begin, click on “Sales Menu”
3. Choose from the “Individual” or “Company” choices. Most will be “Company”
4. On the next screen, you are only required to enter your company name. DUNS is not necessary but if you would like to enter, feel free. Click “Insert” once completed. A Registration ID will be system generated.
5. The contact profile creating the Company Profile will now be listed as the Administrator and can conduct all business needed within the Company Profile. Addition of other contacts, submission of BOAs, quotes, shipping instructions, declarations, etc.
6. After inserting the Company Profile, click “Default Addresses” at the top right to enter an address. Enter your company’s address and click “Insert”. It will be saved for future use on solicitation documents.
7. To add a new contact to your company, select “Contacts” and then choose “Insert New Company Administrator contact”. The new user will need to have an account established prior to performing this action. Enter their account ID and email into the appropriate fields and click “Insert”. They will show in the list as Contacts moving forward and have administrative rights for your company profile.

Section 4: Company Registration for sales program:

1. If your company was previously established, your Default Addresses and Company contacts will remain in place. No need to re-enter (unless you need to update these).
2. At the company level, you will now see a few submittals attached that require submission. These submittals are required for submission. Please review/complete each and user certify that you have reviewed them.
3. Once all the submittals are user certified, a text field will appear below the list of submittals where you may enter your PIN and digitally sign your registration.
4. If you **do not** have a previously established Financial Exposure Limit (FEL), at this point you will need to submit your financial documents. These can be submitted to DLAStrategicMaterialsSales@dla.mil (a list of documents you need to submit can be found in any of the basic ordering agreements located [here](#) in Section B, paragraph 5).
5. Your registration will be submitted for review once you have submitted the required documents.
6. An approval of your company registration now means you are approved to participate in the sales program.

Section 5: Solicitation Type Submissions:

1. Once your Company Profile is approved, you can log back in to the site and begin to fill out any solicitation type registrations for which you choose to participate in from the Sales Menu.
2. The 2nd section will list all the current open solicitation types for registration. You can choose to fill out all or none, but each would have to be done separately.
3. Click “Register” next to the desired solicitation type.
4. This will bring you to the list of submittals and amendments that will have to be filled out. The **submittals are required** but you may choose all or none of the amendments. The Amendments are material specific and contain terms specific to those materials. To participate in any open offerings under the desired material, you must acknowledge that material amendment. Once the submittals and any desired material amendments are completed/acknowledged, you may submit your solicitation type registration. However, you will not need to wait for further approval. Your solicitation type registration is immediately approved (DLA does not review) and you may participate in any open material offering under that amendment. To participate in another offering for a material that you have not previously acknowledged that amendment, simply user certify and submit the solicitation type registration once again you will instantly be ready to quote on material. You will not have to wait for DLA approval (Note: this **does not** mean material will be available for quote on an open ended basis. Offerings will remain open for a limited time frame).

The submittals attached are not the entire agreement, to review the entire solicitation and all terms, visit the individual sales page to review the complete solicitation or the following link:

<https://www.dla.mil/Strategic-Materials/Sales/Basic-Ordering-Agreements/>

5. ALL submittals must be reviewed and filled out with the relevant information. At the bottom of each, click the “User Certified” box and click “Submit”. This will save each submittal. NOTE: Your BOA is not yet submitted.
6. Once all the submittals and desired material amendments have been user certified, you will return to the submittal page and see below a text box for your PIN. Once you are comfortable with the submittals and amendments, enter your PIN and click “SUBMIT.” Your vehicle registration has been submitted and is instantly approved.

Your registration requires no further review from DLA and you will be able to IMMEDIATELY participate in any open material offerings under that amendment type!

Section 6: Submitting a Quote:

1. Once approved and an offer opens, login to the Sales site and in the “Amendments” section, you will find your material amendments for which you have acknowledged. Click “Select” next to the commodity amendment to view any open offerings.
2. You will see a Schedule of Offerings for the material. When open, a “Create Offer” link will appear.
3. This will bring you to the list of submittals required for the quote. The first two must be user certified as well. The 3rd is where you will find the shopping list and be able to enter your quantity and quote price. If desired, you can Duplicate a line item to enter multiple prices or quantities by click “DUP” to the left of the item.
4. Once you enter your price and quantity, click “Update” to calculate the totals and ensure they are correct. Once comfortable, click “Submit” at the bottom.
5. The Quote/Award Form is only for your review. No submissions needed. This is just a summary of your quote.
6. Once all submittals are completed, a text box for your PIN will display below. Enter your PIN and click “SUBMIT”.
7. Your quote is transmitted to us and will be reviewed once the offering closes. Until then, you have the ability to EDIT or DELETE your quote should you choose. You can do this by clicking “Select” next your quote and these options will appear.

Section 7: Submitting Shipping Requests:

1. After an award of material has been made, you will be able to submit a Shipping Request via the Sales Site as well.
2. At the very bottom of the Sales Menu, you will see a list of awarded contracts for your company. You can view the contract number and summary of award here.
3. By clicking the “Shipping Request” link next to your contract, you will be taken to the screen for information regarding shipping. Please fill out and submit (with your PIN) for transmission. Approval will come shortly after.

Section 8: Submitting Declarations (Negotiated contracts only):

1. On the Sales Menu, the very bottom of the page displays awarded contracts to you. Next to a negotiated contract, you will have an option for “Declarations”. Click the “Declarations” button.
2. A list of previously filled out declarations will display. Above that will be a link “Create a Declaration” to start a new one. Click “Create a Declaration”.
3. A blank declaration will display with a link to “Edit” at the bottom. Click “edit”.
4. Please enter the information regarding your formula, calculated price and quantity. Click “Update” once complete.
5. This returns to you a summary of your declaration. Below the summary, click “Submit” to bring up the PIN field. Enter your PIN and click submit to transmit your declaration to DLA. Once reviewed, you will be notified.

Section 9: Acknowledging an Amendment

- From the Sales Menu, click “Edit” next to Solicitation Type BOA.

Registration for Solicitation: **DLA-Stockpile Materials-001-(BOA)**

Created By Account ID: DLA Test (sms0064) **Date Created:** 07/03/2017 10:28

Submitted By Account ID: DLA Test (sms0064) **Date Submitted:** 08/08/2017 10:33

Command	Submittal	Updated By	Date Updated	Certified
Select	Certification Regarding Authorized Persons (OCT 13)	DLA Test (sms0064)	07/03/2017 10:29	<input checked="" type="checkbox"/>
Select	DLA-Stockpile Materials-001-(BOA) Amendment 001 (Ferrochromium)	DLA Test (sms0064)	07/03/2017 11:42	<input checked="" type="checkbox"/>
Select	DLA-Stockpile Materials-001-(BOA) Amendment 001 (Chromium Metal)	DLA Test (sms0064)	07/06/2017 11:00	<input checked="" type="checkbox"/>
Select	DLA-Stockpile Materials-001-(BOA) Amendment 001 (Tungsten Ores and Concentrates)	DLA Test (sms0064)	08/08/2017 10:33	<input checked="" type="checkbox"/>

The solicitation registration has already been submitted.

- Next click select next to the Chromium Metal Amendment (or any other amendment you choose acknowledge).

[Home](#)

Sales Menu

Your account is listed as a contact for **DLA-Strategic Materials Market Research Team**.

Company Profile:

Command	Status	Date Submitted	Date Approved	Expiration Date
Edit	Submitted	07/25/2017 09:24	07/25/2017 09:25	06/26/2018

Solicitation Types Registration

Each Vehicle Registration may include one or more amendments. Amendment certification is optional, but only those amendments that are certified will be listed in the Amendment section below. In order to submit quotes, material Amendments must be certified to view offerings. The registration must be submitted before any amendments will be shown in the Amendment section below.

Command	Solicitation Type	Solicitation	Status	Date Submitted
Edit	BOA	DLA-Stockpile Materials-001-(BOA)	Submitted	08/08/2017 10:33
Edit	Negotiated	DLA-Stockpile Materials-001-(Negotiated)	Submitted	10/05/2017 12:42

Amendments

Command	Type	Solicitation	Amendment	Material
Select	BOA	DLA-Stockpile Materials-001-(BOA)	Chromium Metal	Chromium Metal
Select	BOA	DLA-Stockpile Materials-001-(BOA)	Ferrochromium	Ferrochromium
Select	BOA	DLA-Stockpile Materials-001-(BOA)	Tungsten Ores & Concentrates	Tungsten
Select	Negotiated	DLA-Stockpile Materials-001-(Negotiated)	Ferromanganese	Ferromanganese

3. On the next screen, read through and User Certify the amendment at the bottom. Once you click submit you will be brought back to the solicitation screen to type in your PIN to submit the solicitation. You can now participate in any open Chromium metal offerings. We (DLA) do not need to review your solicitation any further. Acknowledged amendments will show up on the Sales Menu page under the amendments section. This is where you can access opened offerings.